Executive summary

1. LG is invited to review the attached H&S annual report and endorse the recommendations set out therein.

Issues and Options

H&S annual report

2. The report contains comprehensive information on the Health and Safety Management System (HSMS) and its operation, along with recommendations for improvement.

3. The report makes the following key recommendations:

- Set a performance target of 100% for providing legally required Display Screen Equipment (DSE) training / information and risk assessment of DSE workstations;
- To continue to promote accident, near miss and hazard reporting by all stakeholders;
- Through the works approval process, take additional steps to verify the competence of contractor and sub-contractor staff, the standard of task documentation and adherence to agreed work methods;
- Record absences caused by accidents at work and report on accident incidence and severity rates;
- Continue to prioritise the reduction of slip and trip accidents;
- Review the administrative processes around accident reporting and investigation;
- Encourage MSP and MSP staff representation on the H&S committee;
- Extend the H&S reporting system to include a way for staff to suggest H&S improvements;
- Review the H&S Audit procedure and H&S Risk Register;
- Make mandatory the completion of H&S awareness training for existing staff and new starts;
- Incorporate a draft H&S competency matrix into existing processes for competency assessment;
- Suspend one of the H&S KPIs;
- Continue to monitor sickness absence arising from stress, mental ill health and MSDs, and
- Review the corporate approach to towards managing stress, mental health and MSDs.

4. If LG approves these recommendations, it is suggested that oversight of their implementation is undertaken by the Appointed ACE, and an update on
progress provided in the next Annual Report (with updates as necessary in the quarterly compliance report).

**Resource Implications**

5. There are no immediate additional resource implications.

6. It is anticipated that any additional administrative requirements will be met from existing Group resources.

**Dependencies**

7. There are no dependencies.

**Governance issues**

8. The Health and Safety Management System is a key element of the SPCB’s overall governance framework.

**Publication Scheme**

9. This paper may be published in line with SPCB’s publication scheme.

**Next steps**

10. If the recommendations are endorsed by LG, the H&S Adviser will draw up an implementation plan and present it to the Appointed ACE for approval.

**Decision**

11. Leadership Group is invited to carry out a formal annual review of the HSMS, using the information provided in the attached annual report, and endorse the recommendations set out therein.

Jake Fenton
Health and Safety Adviser
October 2017